



**24 November 1996**

**Safety**

**INVESTIGATING AND REPORTING CA ANG MISHAPS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes a policy for the reporting of mishaps involving California Air National Guard (CA ANG) personnel and/or property in those instances when no other directive applies, such as AFI 91-204. This instruction applies to all personnel assigned to the CA ANG.

**SUMMARY OF REVISIONS**

Revises title of this instruction and corrects the term “regulation” versus “instruction”.

**1. General.** The Office of the Adjutant General (OTAG), State of California, needs to be advised of significant incidents involving CA ANG personnel and/or property. Not all occurrences of this nature are reportable under existing directives, or if reportable, do not provide for notifying OTAG in all cases.

**2. Responsibilities**

2.1. It shall be the responsibility of the organization, unit, air or station commander to notify OTAG of any accident or incident that is significant or, that in the Commander's opinion, may have an adverse effect on the CA ANG. Personal good judgment would dictate whether or not an incident is reportable.

2.2. Telephonic notification should be made as soon as possible following the occurrence, or, in some instances, on the next work day. In either case, the telephonic notification will be followed by a written summary of the event(s) if so requested.

2.2.1. Telephonic reports will be routed to the Director of Operations, Headquarters, California Air National Guard, during normal duty hours (DSN 466-3700; commercial 916/854-3700). During non-duty hours, these calls will be routed to the Duty Officer, Office of the Adjutant General (DSN 466-3440; commercial 916/854-3440).

2.2.2. Written reports will be routed to Headquarters, California Air National Guard, ANG/DO, P.O. Box 269101, Sacramento, CA, 95826-9101. Information copies will be sent to the appropriate intermediate headquarters and/or other agencies or individuals as deemed necessary.

2.3. Forward information copies of all mishap reports required by AFI 91-204 to ANG/DO, or ensure ANG/DO is an addressee on all mishap reports submitted by electronic message.

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Commander